Minutes of the Annual Meeting of the Altoona Housing Authority held on July 13, 2016

Solicitor, William J. Haberstroh, called the Annual Meeting of the Board of Directors of the Altoona Housing Authority to order at 8:16 a.m., on Wednesday, July 13, 2016.

Board members in attendance were: Mrs. Robin Beck, Mr. Scott Brown, Mr. Mitch Cooper and Mr. Howard Ermin. Mr. Chris Kirwin was absent.

Staff members in attendance were: Ms. Kathi Ardizzone, Mr. Jim Stephens and Mrs. Kim Palmer. Mrs. Cheryl Johns was absent.

Other individuals in attendance: Mr. Bill Kibler, *Altoona Mirror*.

Approval of Minutes

The minutes of the Annual Meeting held on July 8, 2015, previously submitted to the Directors, were presented. Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

Election of Officers

Mr. Haberstroh stated that the positions to be filled are: Chairperson, Vice Chairperson and Secretary/Treasurer. Mr. Cooper made the recommendation to keep all officers as they currently are. Mr. Haberstroh stated that there was a motion made that all officers previously attaining their office be re-nominated to those positions. Mr. Brown moved for approval, Mr. Cooper seconded, all approved.

Since there is not currently an Assistant Secretary position, an Assistant Secretary was not appointed at this time.

Review of Standing Committee Members

Mr. Haberstroh asked for the review of the current Standing Committee Members and asked if any member desires to serve on a different committee. No one wished to change the committee that they are currently serving on.

Finance Committee

Cheryl Johns, Executive Director Mike McCormick, Comptroller Chris Kirwin, Board Member

Property/Maintenance Committee

Cheryl Johns, Executive Director Jim Stephens, Maintenance Supervisor Scott Brown, Board Member Mitch Cooper, Board Member

Personnel Committee

Cheryl Johns, Executive Director Robin Beck, Board Member Mitch Cooper, Board Member

Adjournment

Since there was no further business for discussion, Mr. Brown made a motion to adjourn, Mr. Ermin seconded, all approved. The Annual Meeting was adjourned at 8:20 a.m.

Secretary,
Mithall H. Cooper

Minutes of a Regular Meeting of the Altoona Housing Authority held on June 21, 2017

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:15 a.m. on Wednesday, June 21, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Howard Ermin, Mr. Scott Brown, Mr. Mitch Cooper and Mrs. Robin Beck. Mr. Chris Kirwin was absent.

Legal representation: Attorney William J. Haberstroh, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Troy Kylor, Mrs. April Kylor & Mr. Robert Beckenbaugh from Kylor Contracting, LLC and Mr. Bill Kibler, *Altoona Mirror*.

Executive Session

The Board convened for Executive Session at 8:15 a.m. to discuss potential litigation. Executive Session concluded at 8:25 a.m. and the meeting proceeded.

Public Commentary

(Please note that Kylor Contracting LLC was awarded the contract for the Roof Replacement Project at Fairview Hills on November 2, 2016 by Resolution 16-35.)

Mrs. April Kylor, Owner of Kylor Contracting LLC, along with her husband, Mr. Troy Kylor and Mr. Robert Beckenbaugh, an employee of Kylor Contracting LLC, attended the board meeting to discuss the accident which occurred on Monday, May 15, 2017, at Fairview Hills where a worker of Kylor Contracting and Mr. Beckenbaugh's son, Garrett Beckenbaugh, fell from a ladder and was seriously injured. Garrett was not approved by the Altoona Housing Authority to work on the roof replacement project at Fairview Hills due to the results of the criminal background check completed on him dated November 15, 2016.

Mrs. Kylor stated that she had typed up a statement on behalf of Kylor Contracting that she read aloud to the board members. (A copy of said statement is attached with these minutes.)

Mr. Beckenbaugh then addressed the Board and stated that what happened was entirely his fault and no fault of Kylor Contracting. He stated that his son, Garrett, who is 26 years old, was recently in jail and is currently living at home. He stated that there is a "home plan" in place for Garrett where he is either with his father, Robert, or his mother in order for them to watch him 24/7. He went on to say that Garrett's accident was not the company's fault, it was his fault and it should have never happened. He stated that he made a bad judgement call that day and that he was just trying to keep him safe. He noted that Garrett's condition is getting better but that he has a

long road ahead of him. Mr. Beckenbaugh informed the Board that if they are worried about a lawsuit, there is nothing to worry about because there will not be any lawsuit.

Mrs. Kylor stated that the day of the accident was the first day that Garrett was on the job site. She stated that he had one foot on the ladder and one foot on the roof when he fell. She stated that her husband, Troy, or Mr. Beckenbaugh is on the job every day with the workers.

Mr. Brown stated that he understands and has the deepest sympathy for what happened. The market statement

Attorney Haberstroh informed Mrs. Kylor that the Housing Authority received notification that their Worker's Compensation insurance had been cancelled. Mrs. Kylor acknowledged that and stated that she applied for coverage with the State on June 20, 2017. She stated that she is hoping to have coverage binded by July 1st. Mrs. Kylor stated that the company's general liability insurance, as well as umbrella coverage is still in place.

Mrs. Johns stated that there have been other employees who the Housing Authority did not approve to work on the job due to their criminal background checks and asked Mrs. Kylor if any of those individuals have worked on the job site. Mrs. Kylor stated that Garrett was the only one not approved to work on the job that did so.

Mrs. Kylor stated that the job is approximately 28% done and that they would like to finish the job. She stated that she is willing to provide a list of employees who are on site every day to Mrs. Johns. She also provided the Housing Authority with a safety report that will be signed by each employee daily and weekly which will then be turned into the Housing Authority. Mrs. Kylor also stated that she ensures that all employees will use all necessary safety equipment.

Attorney Haberstroh informed Mrs. Kylor that she would have to get the Worker's Compensation insurance back in place before they can start up again, if the Housing Authority allows them to do so. Attorney Haberstroh stated that it is an issue of trust going forward.

Mrs. Johns stated that she appreciates them coming in today and talking with the Board about the incident. She stated that she will discuss with the Board on how the Housing Authority is going to proceed and that she will be in touch with Mrs. Kylor.

Executive Session

The Board convened for a second Executive Session at 8:45 a.m. to discuss potential litigation. Executive Session concluded at 9:19 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on April 12, 2017, were presented.

Mr. Cooper moved for approval, Mr. Ermin seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of May 1, 2017 through May 31, 2017, and the Investment Analysis for June 2017, were provided to the Board of Directors for their review.

stated that she is happy to answer any questions that the Board may have in regard to the financial reports. She reports. The reports are the stated that she is happy to answer any questions that the Board may have in regard to the financial reports.

Mrs. Johns stated that the July report will have the actual end of fiscal year numbers.

Mrs. Johns stated that Mr. Chris Kirwin did not have any questions regarding the financial reports.

Mr. Cooper made a motion to approve the financial reports, Mr. Brown seconded, all approved.

Resolutions

<u>Approval and Adoption of Resolution 17-9</u> – This Resolution approves the Consolidated Budget for fiscal year ending June 30, 2018.

Mrs. Johns stated that this is the annual resolution to approve the budget for fiscal year ending June 30, 2018. She stated that she provided a copy of said budget to the Finance Committee for their review. She added that there are no issues with the budget and that there is nothing out of the ordinary with the budget and that it is pretty much the same as it was last year. Mrs. Johns stated that the Housing Authority does not know the 2018 Federal budget, as of yet.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

<u>Approval and Adoption of Resolution 17-10</u> – This Resolution approves form HUD-52574, PHA Board Resolution Approving Operating Budget, be submitted to HUD for approval for AMP 001 (Fairview Hills).

Mrs. Johns stated that Resolution 17-10 & 17-11 are basically the same; however, one is for AMP 001 Fairview Hills and the other is for AMP 002 Green Avenue & Eleventh Street Towers. She stated that these two (2) annual resolutions go to HUD to approve the budget.

Mr. Brown moved for approval on both Resolution 17-10 and Resolution 17-11, Mr. Cooper seconded, all approved.

<u>Approval and Adoption of Resolution 17-11</u> – This Resolution approves form HUD-52574, PHA Board Resolution Approving Operating Budget, be submitted to HUD for approval for AMP 002 (Green Avenue & Eleventh Street Towers).

Mr. Brown moved for approval on both Resolution 17-10 and Resolution 17-11, Mr. Cooper seconded, all approved.

Approval and Adoption of Resolution 17-12 — This Resolution authorizes the writing off of bad debts for fiscal year ending June 30, 2017 in the amount of \$27,742.38

Mrs. Johns stated that this is an annual resolution to write off bad debts from Public Housing (Fairview Hills and the Green Avenue & Eleventh Street Towers) and Pleasant Village. She stated the amount of the write off for last year was \$36,230.91. She added that although the Housing Authority writes these bad debts off the books, that does not mean that the Housing Authority doesn't pursue the collection of said debts.

Mr. Cooper moved for approval, Mr. Ermin seconded, all approved.

<u>Approval and Adoption of Resolution 17-13</u> – This Resolution approves a 2.5% annual cost of living adjustment for employees effective July 1, 2017.

Mrs. Johns stated that this is an annual resolution for a cost of living increase effective July 1st. She stated that she sent an e-mail to the Personnel Committee, Mrs. Beck & Mr. Cooper, and they were in agreement with said increase.

Mr. Cooper moved for approval, Mr. Ermin seconded, all approved.

<u>Approval and Adoption of Resolution 17-14</u> – This Resolution approves an increase of 5.5% in dental coverage provided by Lincoln Financial Group effective July 1, 2017.

Mrs. Johns stated that this is an annual resolution with the dental coverage. She stated that there was an increase of 5.5%, which totaled \$173 and therefore, she did not pursue any other dental plans. She reminded the Board that changes to health care won't be effective until December 1st.

Mr. Brown made the recommendation to change the wording on the resolution to include all coverage as noted on the proposal, which is life insurance, AD&D, short term disability and dental.

Mr. Ermin moved for approval with said change, Mr. Cooper seconded, all approved.

<u>Approval and Adoption of Resolution 17-15</u> – This Resolution authorizes a contract be executed with Andrews Excavating & Burials LLC for the Roof Drain Project at the Eleventh Street Tower for an amount not to exceed \$39,900.

Mrs. Johns stated that this resolution is for the roof drain project at the Eleventh Street
Tower. She reminded the Board that the Housing Authority went out to bid twice because
the first time, no bids were received. She added that when the Housing Authority went out
to bid for the second time, four (4) bids were received. Mrs. Johns stated that Andrews
Excavating & Burials LLC was the lowest responsible bidder. She stated that Mr. Tim
Hoffman, Architect, checked references for this company and provided a recommendation
letter which is attached to said resolution. She added that it is her recommendation to award
said contract to Andrews Excavating & Burials LLC.

Mr. Brown moved for approval, Mr. Cooper seconded, all approved.

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<u>Approval and Adoption of Resolution 17-16</u> – This Resolution approves an allocation of all positions.

Mrs. Johns stated that this is an annual resolution to allocate each position to a specific program for budgetary purposes.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

<u>Approval and Adoption of Resolution 17-17</u> – This Resolution authorizes a contract be executed with the City of Altoona for police services at Fairview Hills for the period July 1, 2017 through June 30, 2018.

Mr. Brown made a motion to Table Resolution 17-17 until certain issues can be further explored, Mr. Cooper seconded, all approved, and Resolution 17-17 was Tabled.

Solicitor's Report

Attorney Haberstroh discussed the activities that he has been working on.

Staff Reports

Mrs. Johns stated that she included some reading material for the Board in regard to HUD and the proposed Trump budget. She stated that there are cuts to the CDBG funding and she is not sure what is going to happen with that program.

Mrs. Johns stated that she is scheduled to meet with Mr. Jim Brown, Owner of J.R. Brown Construction, to discuss the siding replacement project at Fairview Hills. She added that the new siding looks really nice.

Committee Reports

The Personnel Committee met following the April 12th board meeting to discuss the pension plan.

No meetings have been held for the Finance Committee or the Property/Maintenance Committee.

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New Business

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There was no old business.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the situation at Fairview Hills regarding Kylor Contracting, LLC and about the police contract.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 9:50 a.m.

The annual and next regular meeting will be held at 8:15 a.m. on Wednesday, July 12, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,

Mitchell F. Cooper

KYLOR CONTRACTING, LLC.

"Commercial & Residential Roofing"

17902 RanJan Lane Cassville, PA 16623

Phone: 814-599-5115 | kylorcontracting@outlook.com

Owner: April D. Kylor

Project Managers: Troy Kylor – Robert Beckenbaugh

RE: Altoona Housing Authority William J Haberstroh, Esq.

May 15, 2017 Robert Beckenbauh choose to position his son Garrett Beckenbaugh on the Fairview Hills, Altoona, PA roofing project without the consent or permission of the Altoona Housing Authority or of myself April D. Kylor, Owner of Kylor Contracting, LLC. As Garrett was placing his self on the roof to be tied off he placed one foot on the ladder and one foot on the roof, as he moved to place the other foot on the roof he missed and fell off landing on his upper back. Garrett is still recovering from the accident and will continue to recover for an indefinite time. The entire situation has saddened us deeply and has effected the entire company. Our thoughts and prayers go out to Garrett and his entire family.

As we prepare to move forward if granted access to the roofing project located at the Altoona Housing Authority, Fairview Hills Altoona, PA we will fully abide by the contract. We want to ensure all that we will use all safety measures to ensure our employees are protected. Using safety harnesses, and all other necessary safety equipment. We will hold daily and weekly safety meetings and provide you with the documentation of what has been discussed. Also we ensure you that there will be no employee located or placed on the property that has not been cleared by the Housing Authority or myself as owner of Kylor Contracting, LLC. All employees will have cleared their criminal background checks, and have had a negative drug screening. As the owner of Kylor Contracting, LLC. We sincerely apologize for this occurrence.

Attached: Weekly & Daily Safety Meeting forms that will be completed.

April Kylor / Owner:

Troy Kylor / Project Manager:

Robert Beckenbaugh / Project Manager: